

Training at the Tower

February 2010 Edition

Volume 2, Issue 2

The Spotlight series will resume in the March

Special points of interest:

- Classes Information—for all employees
- Time saving shortcuts for the computer.
- Computer productivity.

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SharePoint Training Clarification



EEC is currently preparing to roll out new SharePoint Web sites in April. Classes are being conducted to teach Web authors how to develop their sites, and only designated employees are attending these classes. Even though the class schedule lists **SharePoint Web Author** training, the classes are only open to designated employees.

EEC and PPC are currently converting their intranet sites to SharePoint. A designated group of employees have taken an Intranet **Author** class and are assigned to create the sites. In the future, there will be Intranet User classes **available** to all employees of EEC and PPC. The prerequisite for taking an Intranet **User** class is that the Intranet must be up and running for your office. The classes will be listed on the schedule found currently at www.eec.ky.gov/training

About the Newsletter Contents

A section has been devoted to keyboard shortcuts for the Desktop, Word and Excel. Microsoft Office efficiency is defined by using fewer clicks to get a job done. These shortcuts will assist computer users in their efficiency.

A section on classroom information has been provided in an effort to reduce the e-mails asking questions that can be answered on the Web site. The article, on Page 4, has been updated and the Web site will be updated to include new items, as well. Employees are responsible for this information.

Special topics of interest for computer productivity have been provided from Microsoft at Work. Microsoft at Work has a great new informative e-mail newsletter to assist users in strengthening their computer knowledge.

Saving Time with Quick Computer Shortcuts

Driving around your desktop

To...	Use this shortcut
Select a file/folder/icon	Type the first letter of the file. If you have several files starting with the same letter, continue hitting the letter key until your cursor lands on the file or folder you want.
Search for a file/folder	F3
Rename a file/folder	Select the file/folder, click F2, and then re-type the name
Find out when the file or folder was created, by whom, and how big it is	Select the file, right-click, and then select Properties
Display the Start menu	Ctrl + Esc
Create a shortcut on your desktop to your favorite file/folder	Drag the file/folder icon to your desktop
Scroll between open items	Alt + Tab, then hold down Alt while clicking Tab to reach the desired file or program

Working with Word

To...	Use this shortcut
Select text	Shift + Right Arrow, Left Arrow, Up Arrow, or Down Arrow to highlight text
Copy selected text	Ctrl + C
Cut selected text	Ctrl + X
Paste selected text	Ctrl + V
Undo your last action	Ctrl + Z
Select all the text within your document	Ctrl + A
Bold text	Ctrl + B
Italicize text	Ctrl + I
Underline	Ctrl + U
Decrease font size	Ctrl + Shift + <
Increase font size	Ctrl + Shift + >
Change font	Ctrl + Shift + F, then use the arrow keys to reach the new font

Working with Word, continued

Change font size	Ctrl + Shift + P, then use the arrow keys to reach the new font size
Create page break	Ctrl + Enter
Create new document	Ctrl + N
Open My Documents window	Ctrl + O
Close a document	Ctrl + W
Save a document	Ctrl + S
Print a document	Ctrl + P
Preview what you're about to print	Alt + Ctrl + I

Accelerating with Excel

To...	Use this shortcut
Move right to left, cell by cell	Tab
Move up and down, cell by cell	Enter
Erase data in current cell	Backspace
Return to the beginning of the row	Home
Enter the date	Ctrl + ; (semicolon)
Enter the time	Ctrl + Shift + : (colon)
Start a formula	= (equal sign)
Check the spelling of titles or words within the cells	F7
Find out about the style within the cell	ALT + ' (apostrophe)
Display the Format Cells dialog box	Ctrl + 1
Apply the general number format	Ctrl + Shift + ~
Turn numbers into dollars	Ctrl + Shift + \$
Make numbers a percentage	Ctrl + Shift + %
Apply a border	Ctrl + Shift + &

The entire article may be accessed from:

<http://www.microsoft.com/athome/organization/compshortcuts.aspx>

Training at the Tower Classroom Information

- Classes are conducted at the Capital Plaza Tower, 14th Floor, Office of Information Services (OIS), 500 Mero Street, Frankfort, KY 40601. Parking under the building and in the vicinity is available.
- Please enter through the main lobby so you may sign in at the Visitor's desk.
- Classes begin at 9 a.m. and conclude no later than 3:30 p.m.
- A 15-minute window is observed to ensure employees arrive before class begins. If an employee is going to be later than 15 minutes it will be necessary to reschedule the class. Please call Kim 502-564-5174 to indicate you will be late or the need to reschedule.
- You may dress casually for class. It is a good idea to wear layers so you can adjust to the temperature of the room.
- Cell phones are to be turned off. You will be given two breaks: 10:15 a.m. and 1:45 p.m. Lunch is 11:30 a.m. -12:30 p.m. You may return phone calls during that time.
- An e-mail is sent to attendees the day prior to class that includes the link to the training manual, if a manual is required for that class. Manuals may be printed from that link. Manuals are required to attend class.
- Please consult the Web site for training schedules. Your trainer, Debbie Dean, will no longer answer individual e-mails regarding a class schedule. WWW.EEC.KY.GOV/Training
- To sign up for a class, please contact your training coordinator or agency liaison who will follow through with the enrollment process. It is advisable to sign up for the entire class series rather than just one class.
- **Only** use the classroom log in credentials to log into the training stations.
- The computer should be restarted at the end of class and your trash removed.

Links to increase your computer productivity

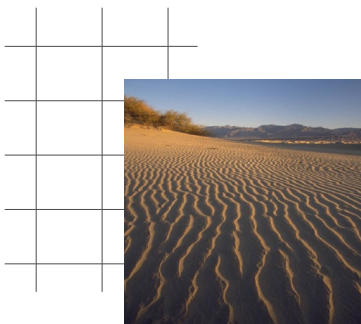
Microsoft has implemented a new site, Microsoft at Work that offers a newsletter delivered to your inbox filled with tips to guide employees in working more efficiently in the newer Microsoft Office programs. Please take a minute to view the tips below and also sign up for the newsletter.

[4 ways to take control of your E-mail inbox](#)

[6 ways to work more effectively on a virtual team](#)

[11 tips for creating better documents](#)

[5 good computing habits](#)



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